

City of Columbus
Stormwater Control Practice (SCP) As-built and Engineering Certification
Submittal Guidance

1. Make request for TIFF images to support the SCP as-built effort through an email with the subject line that starts with “Request for TIFFs for SCP As-built” and ends with the plan number(s) of interest that is addressed to the DPU GIS Map Room email:
DPUGISMapping@columbus.gov

2. Make sure that the SCP as-built TIFF images file names follow the naming convention of the plan number (e.g., CC##### format), sheet number, and “_SCP_AB” at the end. Name the SCP as-built engineering certification (PDF file type preferred) with the plan number (e.g., CC##### format) and “_SCP_EC”. Any supporting calculations / documentation, if required, should also be submitted within one compiled file (PDF file type preferred) and name the file with the plan number and “_SCP_AB_Support_Doc”. Submit completed files through an email with the subject line that starts with “SCP As-built and Engineering Certification Submittal” and ends with the plan number(s) of interest that is addressed to the Post-Construction SCP Inspection Team at DOSD_SCP_INSPECTIONS@columbus.gov. If files are too large to submit via email attachments, either (1) send along the email submittal with a file sharing platform for downloading submitted files or (2) send multiple emails that break up the files to a manageable attachment size (e.g., < 5 MB) and end the subject line with the email number out of total emails (e.g., “email # of #”).
 - a. Refer to the Stormwater Drainage Manual (SWDM) (PDF available for download at <https://columbus.gov/stormwater>) Section 4.2 for the requirements of the SCP as-built.
 - b. SCP as-built engineering certification word file is available for download at <https://columbus.gov/stormwater> (SCP As Built Certification)
 - c. TIFF files should be 300 or 400 dpi, CCITT T.6 format AKA Group 4 Fax Encoding (same as the original submitted sheets)

3. Comments and a request for a resubmittal may be returned to the file submitter if any of the required components are found to be missing. Provide any missing components and resubmit per step 2 above.